

<b>3 EVIDENCE RECEIVING AND HANDLING</b>	Page 1 of 2
<div> <div>Division of Forensic Science</div> <div>TOXICOLOGY TRAINING MANUAL</div> </div>	Amendment No.:
	Effective Date: 26-March-2004
<div> <div>3 EVIDENCE RECEIVING AND HANDLING</div> <div> <div>3.1 Objectives</div> <div> <div>3.1.1 Understand physical evidence handling procedures used in DFS as detailed in the Quality Manual.</div> <div>3.1.2 Understand physical evidence handling procedures pertinent to the toxicology section.</div> <div>3.1.3 Receive and process evidence for medical examiner (ME), driving under the influence (DUI/DUID) and police cases.</div> </div> <div>3.2 <b>Estimated Time:</b> Eight weeks (as 1/4 days)</div> <div>3.3 <b>Methods of Instruction</b></div> <div> <div>3.3.1 Lectures</div> <div> <div>3.3.1.1 Receiving and processing evidence</div> <div>3.3.1.2 Evidence security</div> <div>3.3.1.3 Chain of custody</div> <div>3.3.1.4 LIMS system manual</div> </div> <div>3.3.2 Literature Review</div> <div> <div>3.3.2.1 Quality Manual, Division of Forensic Science</div> <div>3.3.2.2 LIMS system manual</div> <div>3.3.2.3 Toxicology Technical Procedures Manual</div> <div>3.3.2.4 Code of Virginia, § 18.2-266</div> </div> <div>3.3.3 Demonstration</div> <div> <div>3.3.3.1 Evidence receiving and processing will be observed from beginning to end and notes will be taken by the Trainee.</div> </div> <div>3.3.4 Laboratory Exercises</div> <div> <div>3.3.4.1 The Trainee will receive and process evidence for at least 20 ME samples.</div> <div>3.3.4.2 The Trainee will receive and process at least 20 samples each of DUI/DUID and/or police cases.</div> </div> </div> <div>3.4 <b>Evaluation</b></div> <div> <div>3.4.1 Written Examination</div> <div> <div>3.4.1.1 This will be administered as a “take home” exam.</div> </div> <div>3.4.2 Courtroom Exercise</div> </div> </div> </div>	

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<div> <div> <div>3.4.2.1</div> <div>The Trainee must be capable of answering questions on this Module such as would be expected in a courtroom scenario.</div> </div> <div> <div>3.5 Examination Questions</div> <div> <div>3.5.1 List all procedural steps involving evidence from receiving to final disposition for each of the following: DUI/DUID, ME and police cases.</div> <div>3.5.2 Define the following terms: chain of custody, lock box, evidence seal, convenience packaging, RFLE, FS lab #, LIMS.</div> <div>3.5.3 Define a proper seal.</div> <div>3.5.4 Who has access to the main evidence storage room? Toxicology storage refrigerators?</div> <div>3.5.5 Who has access to your work area?</div> <div>3.5.6 What actions are taken to ensure the proper preservation of evidence?</div> <div>3.5.7 Describe the disposition of evidence (ME, DUI, DUID, police) after results have been reported?</div> <div>3.5.8 When is evidence returned to the originating agency?</div> <div>3.5.9 List commonly encountered problems associated with receipt of evidence and subsequent actions taken.</div> </div> <div>◆ End</div> </div> </div>	